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EDUCATION

Valley Forge High School, Parma, Ohio, 1975
Cuyahoga Community College, Parma, Ohio
Edwin-Wallace College, Berea, Ohio

EXPERIENCE

Applied Sciences Corporation, Independence, Ohio - July
1985 - April 1986

I was hired as a part-time secretary to replace their usual secretary when she went on vacation or was absent. My duties entailed receptionist and secretarial work. The major task involved compiling technical documents for clients. This work was done on a DECIMATE II computer. Although this was a new computer to me, I was able to adapt quickly to the operating system.

Edwin-Wallace College - Learning Center, Berea, Ohio - September,
1977 - December, 1984

Responsibilities entailed all phases of receptionist, secretarial, and administrative work for the director, the writing instructor, and any department which needed help. I handled appointment scheduling, correspondence, quarterly reports, conducted exams, processed orders, and other various secretarial duties. Although my duties did not entail computer programming, I used the Prime Mini computer and a DEC PRO 350. I have also taken an introductory course using Fortran as the programming language and have had some exposure to Cobol programming.

I was responsible for the daily running of the tutorial program for Edwin-Wallace College. This consisted of: 1) canvassing the departments for prospective tutors and then processing the applications, 2) attending to requests and complaints, coordinating tutorial assignments, monitoring tutors, processing payroll time sheets and tutee progress reports, record keeping, and preparing quarterly tutorial report. I also initiated the first Tutoring newsletter for our Program.

One of my greatest accomplishments in this position was during a Fall Quarter when I handled over 500 tutorial requests and coordinated 30 tutors along with my usual secretarial duties. During my last year, I also took the initiative to prepare a com-